

MEMORANDUM FOR: Assistant Director for Operations

ATTENTION: Chief, Foreign Broadcast Information Division

SUBJECT: Foreign National Employees of FBID - Service Computation Date for Leave Purposes.

1. Prior to 9 March 1958, the Service Computation Date (SCD) for each foreign national employee had been established solely on the basis of the employee's statement of the periods of his U. S. Government service. For purposes of determining the rate of accrual of annual leave (which is dependent upon the SCD), it was unnecessary for this Agency to verify the employee's claimed service.

2. When excepted appointments were extended to selected foreign national employees (beginning 9 March 1958), such employees became eligible for the benefits of Civil Service retirement coverage. In determining eligibility for retirement and/or amount of retirement annuity, the SCD is a controlling factor. For retirement purposes, however, the Civil Service Commission has advised that the creditability of claimed service (and hence inclusion in the SCD) would depend on the documentary evidence available to support the employee's claim. Accordingly, the Office of Personnel has been attempting to secure official records of claimed service.

3. Replies to some of our inquiries have indicated that certain periods of claimed service are not considered creditable for either retirement or leave purposes because of the conditions of employment. The attached copy of a reply from the Department of the Army specifies some of the conditions under which claimed service would not be creditable.

4. In those situations wherein a period of service had previously been included in the SCD but is now determined to be non-creditable, it will be necessary for this Office to effect a reduction in the individual's SCD. On the basis of such a reduction, the Payroll Branch of the Comptroller's Office will reconstruct the individual's annual leave record and effect any reductions in the leave balance which may be required. This Office considers, however, that the foreign nationals were not subject to the provisions of the Annual and Sick Leave Act of 1951 prior to their excepted appointments - their status having been similar to that of a contract employee. Accordingly, adjustments in annual leave accounts (where required) will not precede the date of the individual's excepted appointment.

5. Whenever a Service Computation Date is changed, this Office will forward to FBID two copies of Form 171, "Notice of Creditable Service (For Leave Purposes)", as information for your Administrative Staff and the employee concerned.

/s/ Gordon M. Stewart

GORDON M. STEWART
Director of Personnel

Attachment

Concurrence:



Office of Comptroller

7 JUL 1953
Date

Distribution:

- Orig. & 1 - Addressee with attachment
- 1 - Comptroller with attachment
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- 1 - RSD without attachment
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